


VACANCY NOTICE

CS-376
REV(1/11)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	<p>TITLE OF POSITION: <u>Coord.Community.Residential Svs. (2)</u> CLASSIFICATION CODE: <u>02814500</u></p> <p>SALARY RANGE: <u>324A \$43321- 49775</u> REFERENCE POSITION NO.: <u>01052-40100- 1383 and 1386</u></p> <p>Department or Agency Name <u>BHDDH</u> APPLICATION PERIOD: <u>3/6/12 to 3/12/12</u></p> <p>Division/Section/Unit <u>Developmental Disabilities</u> GRACE PERIOD ENDS <u>3/15/2012</u></p> <p>Assignment(s) / Comments _____</p> <p>Shift and Days: <u>2nd shift 3:30pm to 12:00am Mon/Tues off</u> Job Location: <u>Cranston</u></p> <p>Restrictions/Limitations: _____</p> <p>Position Covered By Collective Bargaining Union Agreement Yes <u>X</u> No _____</p> <p>Name of Bargaining Unit Union: <u>** Council 94 Local 1293</u></p> <p>There is* <u> </u> is not <u>x</u> a Civil Service List for this position See A/B or Both for Specific Instructions</p> <p>* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.</p>
	<p>INSTRUCTIONS:</p> <p>A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include <u> </u> on the application or within a cover letter, both the File Position Title and Number.</p> <p>Most Important - Please include the following information:</p> <ul style="list-style-type: none"> • The title of the position for which you are applying • Title of your present position and date you entered it • Date you entered State service <p>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</p> <p>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</p> <p>If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.</p> <p>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</p> <ul style="list-style-type: none"> • Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. • Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).
Statement of Duties	<p>DUTIES / RESPONSIBILITIES:</p> <p>To organize, plan and direct the work of staff engaged in the care, custody, guidance and support of developmentally disabled adults residing in a community-based program; to coordinate the work of the staff with the routine, daily services provided by other disciplines within that program; to plan and direct the development and operation of that program toward the goal of greater habilitation of individuals served to a normal, restriction free community-integrated environment; and to do related work as required. SUPERVISION RECEIVED: Works under the general supervision of a superior with considerable latitude for independent judgment in the accomplishment of general and specific assignments; work is reviewed on an ongoing basis through conferences and reports. SUPERVISION EXERCISED: Supervises the work of a staff engaged in providing direct support services for residential care serves program for the developmentally disabled adults within a community based setting.</p>
Minimum Education & Experience	<p>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</p> <p>EDUCATION: Such as may have been gained through graduation from a college of recognized standing with a Bachelor's Degree in Psychology, Special Education , Health Care, or a closely related field and EXPERIENCE: Such as may have been gained through employment in a responsible supervisory position in the field of facilitative care and treatment of the mentally handicapped and/or developmentally disabled. OR: Any combination of education and experience that shall be substantially equivalent to the above education and experience.</p>
Where to Apply	<p>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:</p> <p>Florence Mercurio OHHS Human Resources Service Center Benjamin Rush Bldg. 55 Howard Avenue, Floor #2 Cranston, RI 02920</p> <p>Fax and e-mail bids will no longer be accepted</p> <p>TTY/TDD # <u>711</u> (Telecommunication Device for the Deaf)</p> 

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER